

SUBJECT: USE OF CORPORATE CREDIT OR DEBIT CARDS		
Reviewed by: Finance Subcommittee Revised by:	Effective: 3/19/12	
	Reviewed: 03/05/12	Revised: 3/13/12
Approved by: HITE-CT Board of Directors	Page 1 of 1	
Related to Core Policy:		

I. PURPOSE

To establish guidelines for staff use of corporate credit or debit cards.

II. PROCEDURES

1. Corporate credit & debit cards are issued to the Chief Executive Officer and Treasurer.
2. Corporate credit & debit cards may be used to charge business expenses such as lodging, gas for company travel use only, expenses associated logistics for business meetings including food and room rental fees, and for travel expenses such as rental car or airline charges.
3. Corporate credit & debit cards are used for office supplies, office equipment, services, online purchasing, conference calls, and other purchasing when charge card authorization is requested by the vendor.
4. All purchases on cards are to be for business purposes only. Use of corporate cards for personal items is strictly prohibited.
5. Receipts for purchases using corporate credit and/or debit cards should be sent to the Bookkeeper within two (2) weeks of purchase or prior to month end, whichever occurs first.